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FUNCTIONAL DEVELOPMENT OF TRC STAFF

1. TRC Staff Executive coordinates all matters pertaining to executive functions of TRC headquarters staff. He is the contact for agencies other than TRC through Ad/TRC and DAD/TRC.

He then passes the item into its proper planning channel, i.e. Doctrine and Development, Pre-Planning, Administrative Operations, Training, or Liaison.

2. The Planning Staff is non-operational and coordinates plans seeking from the Administrative Support Staff office of Training execution of such matters and/or advice, estimates, etc. which are purely administrative in nature.

3. The anticipated method of operation is that a policy doctrine is developed and is passed from that branch to the appropriate planning branch for implementation. Normally, on all planning contacts, the TRC Staff Executive is kept informed.

4. As requirements are received, they go to the Pre-Planning Branch. This branch explores and exhausts detailed plans necessary to meet the requirements. Again, in cases, these are passed to Administration to assist in obtaining estimates or factual data. For example, as real estate is required, the Pre-Planning Branch figures the minimum or ideal requirements and gives them to the Administrative Support Staff to exploit.

5. From the Pre-Planning Branch, assuming the plan is to be implemented, the Administrative TRC Operations Branch picks up and coordinates.

6. The Training Branch conducts all of the administrative portions of training plans that affect the training physically as a subject.

7. All liaison is conducted through the Liaison Section, TRC, through the TRC Staff Executive.

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SECURITY INFORMATION

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TRC HEADQUARTERS STAFF T O

In connection with development of this TRC Staff, it is intended to put a minimum number of individuals on permanent TO. That minimum in all probability will not exceed two with clerical or secretarial help as necessary. The ratings would be in line with the ratings established.

TRC Staff Executive - GS 15
Branch chiefs of the
Doctrines Development
Pre- Planning
Administrative Op.
Training - GS 14
Liaison - GS 13

Permanent assistants would be one grade lower. The Staff Executive would have no principal assistant inasmuch as in his absence, DAD/TRC would function in that capacity in addition to his duties as Deputy.

Other personnel to carry out the planning missions as shown would be on a part or full time temporary duty status with the Planning Staff. This will effect an economy of specialists who could well act as instructors, research analysts, etc. while performing their functions with planning details.

Absorbed into this structure would be similar functions now being performed in the various training divisions and branches so that a focal point within TRC on any project is established by use of this staff. Thus, liaison officers now provided in TOs for Air Training would be absorbed in this staff. At the present time, a holding program is being planned by DPM. This planning would go to this staff. [] requirements in planning would be absorbed by this staff giving a focal point to the area commandant. [] other new subjects in course of development would go to the Doctrines and Development Staff. Pre-Planning [] would fall into this planning concept. TO slots for these projects would not be necessary in planning stages except for individuals who would become active with their project upon its activation.

Continuity is required and such continuity is provided for by permanent, key personnel.

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